



# Arizona High School Equivalency Records Request

## Instructions

- ⇒ Please clearly fill out Section 1 and Section 2 of this form, and mail to us with the applicable fee. (See below for fees).
- ⇒ An original signature is required for us to process the request (**NO electronic signatures**).
- ⇒ Transcripts and Verifications are processed within 2-3 business days.
- ⇒ We only accept Money Orders or Business Checks for requests.
- ⇒ 3rd Party Verifiers: Call (602) 258-2410, option #2 for questions on the verification process.

## Mailing Address:

Arizona Department of Education  
Adult Education Services Bin #26  
1535 W. Jefferson St.  
Phoenix, AZ 85007

## Walk-in Location:

ADE/Adult Education Services  
3300 N. Central Ave., Suite 2360  
Phoenix, AZ 85012  
Hours: M-F 8:00am-5:00pm

## Section 1—My Information

Current Legal Name ( <b>REQUIRED</b> ) (First, Middle, Last)		Social Security Number ( <b>REQUIRED</b> ) - -
Name During Test—Required if different than above (First, Middle, Last)		Date of Birth ( <b>REQUIRED</b> ) / /
Current Mailing Address	City, State, Zip Code	Current Phone Number ( ) -
Test Center Name/Approx. Testing Location ( <i>optional</i> )		Approx. Test Date

## Section 2—Please Send My Records To...

☐

Check here to send your transcript to the above address.

Name of Business, Educational Institution, etc.		Attention (Specific individual or Dept.):
Mailing Address (No P.O. Box if shipping overnight)	City, State, Zip Code	Business Phone Number ( ) -

**Certification:** "I hereby certify that all information provided is completely true, and I authorize the release of my scores to the requestor." **Applicant Signature (Required by Student Privacy Act)**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Payment:** Money Order or Business Check ONLY;

**Made Payable To:** AZ Department of Education

*Check all that apply*

☐ Transcript PRIOR to 1985: \$15.00  
(includes Microfilm Search & 1 official transcript. For additional transcripts, please check Transcript box below and indicate quantity.)

☐ Transcript 1985—Present: \$10.00 X Quantity \_\_\_\_\_

☐ Verbal Verification (3rd Parties Only) PRIOR to 1985: \$15.00

☐ Verbal Verification (3rd Parties Only) 1985—Present: \$10.00

☐ Check here for FedEx Overnight Priority Shipping: \$20.00  
(in addition to transcript fee)

**Restrictions apply;** Cannot send to P.O. Boxes, Street Addresses only.

**Total Amount Enclosed:** \$ \_\_\_\_\_

**WE DO NOT EMAIL OR FAX ANY SCORES OR RECORD INFORMATION**